

Request for Qualifications (RFQ) for Accounting Services Bid Number 8B930002

QUESTIONS AND ANSWERS

Below are a listing of questions received (in no particular order) related to the above-referenced RFQ along with answers.

1. The RFQ says that "all charges for staff travel time shall be billed at one-half of the applicable staff hourly billing rate." Please confirm that this means that all travel between our office and your office will be billable at 50% of the otherwise applicable hourly rates.

Answer: That is correct. To clarify, travel does not include commute travel for Sacramento-based firms. See footnote 2 to the table contained in Subsection M of Section VII., Submission Requirements of the RFQ for further information about travel reimbursement.

2. The RFQ says that "The Firm must be willing to enter into an agreement for accounting services with the I-Bank consistent with the minimum general terms and conditions contained in Attachment A." The Agreement General Terms and Conditions in Attachment A say the Contractor shall indemnify the State for any losses "in connection with the performance of this Agreement." This means the Firm is subject to unlimited loss whether or not the Firm does anything wrong; in effect risking the entire Firm for this engagement. Is this provision negotiable? There are many acceptable alternatives including:

- Limiting the loss to the amount of insurance coverage B. Limiting the loss to the amount related to negligence of Firm C. Sharing loss based on proportional fault D. Mirror indemnification clauses E. Limiting loss to personal injury and damage to personal property F. Etc.

Answer: The I-Bank is seeking indemnification, defense and a hold harmless agreement for all claims and losses accruing or resulting from the accounting services provided pursuant to the agreement to be entered into between the I-Bank and the successful responder.

3. The RFQ calls for submission of the proposal via email in PDF format. Is it acceptable to submit proposal via email in Microsoft Word format?

Answer: Yes.

4. Number of weeks during your fiscal year that I-Bank ("the Company") would request our professionals to be on site for the monthly close, quarterly close, and year-end close?

Answer: As stated in the RFQ, it is unknown exactly how many hours of work will be performed to complete the accounting services identified in Section II., Scope of Work of this RFQ. However, the I-Bank staff estimates a minimum of 200 hours of work will

likely be performed annually. The number of on-site hours is unknown. However, it is anticipated that some work can be performed off-site via e-mail, telephone or fax.

5. Normal time that the Company requires to close their books and records monthly, quarterly, and annually?

Answer: The internally-imposed timeframe for closing out month end and annual statements is 45 days past the end of the applicable period.

6. Number of complex governmental accounting transactions that are expected in the next fiscal years.

Answer: I-Bank staff are not certain of what is considered a “complex governmental accounting transaction.” However, the I-Bank staff currently generates approximately 750 QuickBooks journal entries annually.

7. Though it is unknown how many hours of work will be performed, what does I-Bank estimate as a maximum number of hours of work to be performed annually for advisory services? A top end range is fine as an answer.

Answer: See Subsection B. of Section V., Payment and Fee Proposal of the RFQ for the estimate of the minimum number of hours of work that will likely be performed annually.

8. Would the development and maintenance of schedules requested in procedure “B” of section II, be reviewed and approved by Management of the Company?

Answer: Yes, any accounting tasks associated with the development and/or maintenance of schedules, reports and other data will be reviewed by I-Bank staff.

9. It is our understanding from the request for qualifications (“RFQ”) that compilation services for the financial statements are not requested, please confirm our understanding.

Answer: See Subsection A. of Section II., Scope of Work Performed in the RFQ. Assistance with the compilation service may be requested.

10. Is a firm currently providing these services described in the RFP, and if so, who?

Answer: I-Bank has not previously engaged a firm to perform the scope of services identified in Section II., Scope of Work Performed in the RFQ.

11. In connection with your Bid No 8B930002, RFQ for accounting services, could you be kind enough to email us a copy of the prior period's winning RFP Bid which would provide us with information on the amount of the prior period's successful Bid dollar amount and other useful information so that we may prepare and submit our bid for contract.

Answer: See answer to question # 10.